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CONFIDENTIAL

Executive Registry
68-2612

29 MAY 1968

DD/S 68-2769

MEMORANDUM FOR: Director of Personnel

THROUGH : Chairman, CIA Retirement Board EDE 3 JUN 1968

SUBJECT : Conversions to CIA Retirement System

1. I am concerned about the repetition of eleventh-hour requests for conversion of prospective early retirees to the CIA Retirement System. While we obviously are straining to encourage qualified individuals to take full advantage of the CIA System, there inevitably will be occasions, hopefully rare, when requests for conversion cannot be approved. It would be sadly disruptive for a prospective retiree if his retirement plans were to be set back or shattered because he was unable to transfer to the CIARS on the eve of his planned retirement. I would ask that we permit at least six months lead time between the request for conversion and the projected retirement date, particularly in cases where there is even the slightest question concerning qualifying service.

2. Now that we are nearing completion of the fourth year since enactment of the CIA Retirement System, I should appreciate receiving by 1 July 1968 a report which includes the following information:

a. Number of employees who will have transferred to the CIARS as of 30 June 1969.

b. Number of employees per year who will have retired via CIARS as of 30 June 1969, including information about the age of the retirees.

c. Identification of the most important obstacles and employee reservations encountered in encouraging transfer to the CIARS.

d. An estimate of the number of employees per year expected to retire during the period Fiscal Years 1970-1974.

GROUP 1
Excluded from automatic downgrading and declassification

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e. Identification of possible steps and inducements which may be initiated to ensure the fullest utilization of the CIARS by qualified employees.

/s/ L. K. White

L. K. White
Executive Director-Comptroller

cc: DD/S

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